

DECEMBER 3, 2013

**ROLL CALL: MARY BRADLEY, CARL ELLIS, SONNY JONES, KEN KERKHOFF, ANN MILLER AND OWEN ROBERTS WERE PRESENT. ALSO PRESENT WERE MAYOR BRIAN TRAUGOTT AND CITY ATTORNEY BILL MOORE.**

**DEPT. HEADS: BART MILLER, JIM ODOM, JOHN WILHOIT AND ALLISON WHITE WERE PRESENT REPRESENTING THEIR RESPECTIVE DEPARTMENTS.**

**MOTION BY JONES, SECONDED BY BRADLEY TO APPROVE AND ADOPT THE MINUTES OF THE NOVEMBER 19, 2013 REGULAR MEETING OF THE COUNCIL.**

**The vote was as follows: Bradley, Ellis, Jones, Kerkhoff, Miller and Roberts voting aye.**

At the request of Council member Miller, City Attorney Moore gave second reading of Ordinance No. 2013-32 Amending the Classification and Compensation Plan of the City of Versailles, Kentucky to Include the Position of Information Technology Director and to Approve and Adopt the Qualifications and Salary Range of the Position of Information Technology Director as follows:

**CITY OF VERSAILLES, KENTUCKY  
ORDINANCE NO. 2013-32**

**TITLE: AN ORDINANCE AMENDING THE CLASSIFICATION AND COMPENSATION PLAN OF THE CITY OF VERSAILLES, KENTUCKY TO INCLUDE THE POSITION OF INFORMATION TECHNOLOGY DIRECTOR AND TO APPROVE AND ADOPT THE QUALIFICATIONS AND SALARY RANGE OF THE POSITION OF INFORMATION TECHNOLOGY DIRECTOR**

Whereas, the City Council has determined that it is necessary to amend the Pay/Classification Plan and Position Description Plan to include the position of Information Technology Director within the City of Versailles government.

Now, therefore, Be It Ordained by the City of Versailles, Kentucky as follows:

SECTION 1. The Pay/Classification Plan and Position Description Plan are hereby amended to include the following position description as follows:

Class Title: Information Technology Director

Dept./Div: General Government Operation/Information Technology

Supervisor: Mayor

Supervises: None

Grade: 39 (\$60,176 - \$120,351)

Class Characteristics: Under general administrative direction, oversees operations of the City’s information technology equipment for all departments; provides technical advice and assistance to ensure the proper operation and use of computer systems; performs related work as required.

General Duties and Responsibilities:

Essential:

Administers technical duties in planning, managing, maintaining and supporting use of information technology for all city department employees; consults with users to improve efficiency of system applications; maintains standards for hardware, software, communications and networks; provides information to Department Heads on information technology relative to that department’s technology needs. Respond to reports of equipment malfunction or problems and identify the source of operating problems, including hardware and software aspects for personal computer systems; analyze and assess the nature and degree of the problem and implement or recommend corrective action. Install, configure, upgrade and network computer equipment and software as necessary for each departmental need. Troubleshoot, test, adjust and repair computer hardware equipment; provide problem solving support.

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Assist departments in use of computers, troubleshooting and resolving network problems.  
Reviews, analyzes and establishes priorities among requests for services for all city departmental needs.  
Implements vendor licensed applications and assures compliance.  
Develops a strategic computing plan for the entire organization.  
Assists the City Clerk's office with the upkeep of the City web page.  
Establish standard specifications for purchase of new equipment and software for individual department needs. Make budget recommendations for the purchase of new equipment and software.  
Coordinate the development and implementation of the City's internet/intranet strategies including web site; e-mail access and business strategies via the world wide web.  
Responsible for all inventory management and tracking of City-owned or leased information technology hardware and software assets.

Non-Essential: None

## **MINIMUM QUALIFICATIONS**

Training and Experience: Bachelor's degree in Management Information Systems, Computer Science or a related field with a minimum of two years of progressive management information technology experience, preferably with local government or related involving system planning management, operations, training, program (or related skills) required, or any equivalent combination of education, training and experience which provides the prerequisite knowledge, skills and abilities for this position. Masters degree preferred, but not required. Successful candidate must display willingness to continue educational courses in order to keep up with the technology environment.

Certification/Licensing Requirements: Microsoft MCSE certification and Novell CNE certification preferred.

### Special Knowledge, Skills and Abilities:

#### Knowledge:

Extensive knowledge of database software and internet software.  
Extensive knowledge of current trends and developments in the field of information technology.  
Extensive knowledge of operating characteristics, capabilities, limitations and service requirements of personal computers, peripheral equipment, departmental systems and net operating systems.

#### Skills:

Analyze and evaluate work order priorities.  
Analyze, identify and assess personal computer and network administration computer programs for business application.  
Identify and conceptualize user information needs; evaluate existing system and software/hardware capabilities relative to individual departmental needs; and implement changes/adjustments or make recommendations as appropriate.

#### Abilities:

Ability to work in a fast pace environment and multi-task while remaining detailed oriented.  
Physical Ability: On a continuous basis, sit at a desk or personal computer for long periods of time; intermittently stand, walk, bend, squat, climb, kneel and twist while working on computer equipment, peripherals and other ancillary equipment; intermittently twist to reach equipment surrounding desk; and perform simple grasping and fine manipulation. Ability to lift and/or carry weight of 50 pounds or less.  
Visual Ability: Sufficient to effectively operate computer equipment and to read and write instructions, reports and correspondence.  
Hearing Ability: Sufficient to hold conversation with other individuals either in person or over a telephone.  
Speaking Ability: Sufficient to communicate effectively with other individuals in person or over a telephone.  
Ability to explain technical concepts in non-technical terminology and train others in the operation and application of personal computer systems.

## **ADDITIONAL REQUIREMENTS**

Instructions: Instructions are very general; many aspects of the work are not covered specifically and must also use own judgment most of the time.

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Processes: Must frequently refine existing work methods and develop new techniques, concepts or programs within established limits or policies.

Supervision/Review of Work: Completes tasks independently.

Analytical Requirements: Synthesizes complex or diverse information. Collects and researches data. Use intuition and experience to complement data. Designs work flows and procedures.

Tools, Equipment Used: Standard office equipment; various hand tools and testing equipment in repair, adjustment or problem identification of personal computers and related equipment.

Confidential Information: Regular use of confidential information is a job requirement.

Mental Effort: Heavy

Interruptions: Frequent.

Contacts (Public & Internal): Public and internal contacts are a requirement of the job.

Availability: Must be available after regular hours occasionally.

Additional Requirements: The functions listed above are illustrative only and are not intended to cover all of the job duties and responsibilities. The omission of specific statements of duties and responsibilities does not exclude them from the class if the work is similar, related or logical assignment to the class.

Overtime Provision: Exempt.

SECTION 2. This ordinance shall become effective after passage and publication as required by law.

Introduced and given first reading at a meeting of the City Council of the City of Versailles, Kentucky held on the 19<sup>th</sup> day of November, 2013 and fully adopted after the second reading at a meeting of said City Council held on the 3<sup>rd</sup> day of December, 2013.

CITY OF VERSAILLES, KENTUCKY

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BRIAN TRAUGOTT, MAYOR

ATTEST:

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ALLISON B. WHITE, CITY CLERK

**MOTION BY JONES, SECONDED BY MILLER TO APPROVE AND ADOPT ORDINANCE NO. 2013-32 AMENDING THE CLASSIFICATION AND COMPENSATION PLAN OF THE CITY OF VERSAILLES, KENTUCKY TO INCLUDE THE POSITION OF INFORMATION TECHNOLOGY DIRECTOR AND TO APPROVE AND ADOPT THE QUALIFICATIONS AND SALARY RANGE OF THE POSITION OF INFORMATION TECHNOLOGY DIRECTOR.**

**The vote was as follows: Bradley, Ellis, Jones, Kerkhoff, Miller and Roberts voting aye.**

At the request of Council member Roberts, City Attorney Moore gave second reading of Ordinance No. 2013-33 as follows (summary):

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**CITY OF VERSAILLES, KENTUCKY  
ORDINANCE NO. 2013-33 (SUMMARY)**

**AN ORDINANCE CREATING AND ESTABLISHING FOR BID A NON-EXCLUSIVE GAS FRANCHISE FOR THE PLACEMENT OF FACILITIES FOR THE TRANSMISSION, DISTRIBUTION AND SALE OF GAS FOR HEATING AND OTHER PURPOSES WITHIN THE PUBLIC RIGHTS-OF-WAYS OF THE CITY OF VERSAILLES FOR AN INITIAL TEN (10) YEAR PERIOD WITH UP TO TWO (2) ADDITIONAL EXTENSIONS OF TIME OF FIVE (5) YEARS EACH, IN RETURN FOR PAYMENT TO THE CITY OF VERSAILLES OF THE SUM OF AT LEAST THREE PERCENT (3%) OF EACH FRANCHISEE'S GROSS ANNUAL REVENUES FROM THE SALE, DISTRIBUTION, AND DELIVERY OF GAS WITHIN THE CITY OF VERSAILLES AND AN OPTION TO INCREASE THE FEE TO AN AMOUNT NOT TO EXCEED FIVE PERCENT (5%), ALL EFFECTIVE ON DATE OF PASSAGE AND PUBLICATION AS REQUIRED.**

WHEREAS, a copy of Ordinance No. 2013-33 is available in its entirety at the office of the City Clerk at 196 South Main Street, Versailles, Kentucky.

Introduced and given first reading at a meeting of the Versailles City Council, held on the November 19, 2013 and fully adopted after a second reading at a meeting of the said Council held on December 3, 2013.

ATTEST:

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ALLISON B. WHITE, CITY CLERK

**MOTION BY KERKHOFF, SECONDED BY MILLER TO APPROVE AND ADOPT ORDINANCE NO. 2013-33 CREATING AND ESTABLISHING FOR A BID A NON-EXCLUSIVE GAS FRANCHISE FOR THE PLACEMENT OF FACILITIES FOR THE TRANSMISSION, DISTRIBUTION AND SALE OF GAS FOR HEATING AND OTHER PURPOSES WITHIN THE PUBLIC RIGHTS-OF-WAY OF THE CITY OF VERSAILLES FOR AN INITIAL TEN (10) YEAR PERIOD WITH UP TO TWO (2) ADDITIONAL EXTENSIONS OF TIME OF FIVE (5) YEARS EACH, IN RETURN FOR PAYMENT TO THE CITY OF VERSAILLES OF THE SUM OF AT LEAST THREE PERCENT (3%) OF EACH FRANCHISEE'S GROSS ANNUAL REVENUES FROM THE SALE, DISTRIBUTION AND DELIVERY OF GAS WITHIN THE CITY OF VERSAILLES AND AN OPTION TO INCREASE THE FEE TO AN AMOUNT NOT TO EXCEED FIVE PERCENT (5%).**

The vote was as follow: Bradley, Ellis, Jones, Kerkhoff, Miller and Roberts voting aye.  
At the request of Council member Miller, City Attorney Moore gave first reading of Ordinance No. 2013-34 Amending Section 110.21(A) of the Versailles Code of Ordinances as relates to Senate Bill 13 and alcoholic beverage licensing.

**MOTION BY ELLIS, SECONDED BY MILLER TO ENTER INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION.**

The vote was as follows: Bradley, Ellis, Jones, Kerkhoff, Miller and Roberts voting aye.

**MOTION BY JONES, SECONDED BY ELLIS TO RETURN FROM EXECUTIVE SESSION TO THE REGULAR MEETING OF THE COUNCIL AND NOTING THAT NO ACTION WAS TAKEN DURING EXECUTIVE SESSION.**

The vote was as follows: Bradley, Ellis, Jones, Kerkhoff, Miller and Roberts voting aye.

**MOTION BY ELLIS, SECONDED BY JONES TO APPROVE PERSONAL SERVICES CONTRACT FOR FRANKIE SHUCK UPON HIS RETIREMENT EFFECTIVE DECEMBER 3, 2013.**

The vote was as follows: Bradley, Ellis, Jones, Kerkhoff, Miller and Roberts voting aye.

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Police/Fire Committee Chair Ann Miller requested a committee meeting for Tuesday, December 17<sup>th</sup> at 4:15 and Street/Road Committee Chair Sonny Jones requested a committee meeting for Tuesday, December 17<sup>th</sup> at 4:45 p.m.

Ms. Miller also noted to the Council that a tentative date of January 21, 2014 at 4:30 had been set for a Council Work Session to discuss strategic planning. Ms. Miller noted that further information would be provided to the Council prior to that date. Ms. Miller exited the meeting.

**MOTION BY BRADLEY, SECONDED BY ROBERTS TO APPROVE AND ADOPT THE DECEMBER 2013 REVISED CITY EMPLOYEE SAFETY HANDBOOK.**

**The vote was as follows: Bradley, Ellis, Jones, Kerkhoff, and Roberts voting aye.**

There was brief discussion among the Council as to approval of the July 4, 2014 fireworks display proposal as presented by Zambelli Fireworks. The Police/Fire Committee has been assigned the task of reviewing firework display ordinances and will further review interest in committing to the July 4, 2014 Zambelli display due to lack of public participation.

**MOTION BY ROBERTS, SECONDED BY BRADLEY TO APPROVE THE REAPPOINTMENT OF J.D. WOLF TO THE PLANNING AND ZONING COMMISSION FOR A TERM BEGINNING JANUARY 1, 2014 THROUGH DECEMBER 31, 2017.**

**The vote was as follows: Bradley, Jones, Kerkhoff and Roberts voting aye. Council member Ellis voted opposed.**

**MOTION BY BRADLEY, SECONDED BY ROBERTS TO APPROVE THE APPOINTMENT OF MISTY GONZALEZ TO THE HUMAN RIGHTS COMMISSION FOR A TERM BEGINNING JANUARY 1, 2014 THROUGH DECEMBER 31, 2015.**

**The vote was as follows: Bradley, Ellis, Jones, Kerkhoff and Roberts voting aye.**

**PUBLIC COMMENT**

Marjorie Evans (343 S. Main St.) expressed her disappointment with the Woodford County Fiscal Court's lack of involvement and monetary support of community-wide events such as the fireworks display, Christmas parade, etc.

**DEPARTMENT HEAD/COMMITTEE REPORTS**

Public Works Director Bart Miller presented an update of recycling changes noting that the Woodford County Fiscal Court made the decision not to continue with blue bags, and that effective December 4<sup>th</sup>, no blue bags would be picked up and at customers request, Legacy would provide the small red totes for recycling use to still be picked up on Wednesday. Also, Mr. Miller noted that glass can now be recycled.

Mayor Traugott announced that the Police Department's annual Christmas dinner will be held on December 14<sup>th</sup> at 6:00 p.m. and the Fire Department's dinner will be on December 16<sup>th</sup> at 6:00 p.m.

**MOTION BY ELLIS, SECONDED BY ROBERTS TO APPROVE THE GENERAL LEDGER DISTRIBUTION LIST (BILLS) DATED DECEMBER 3, 2013 AFTER THEY HAVE BEEN PROPERLY REVIEWED AND APPROVED BY THE APPROPRIATE DEPARTMENT HEAD, MAYOR AND CITY TREASURER.**

**The vote was as follows: Bradley, Ellis, Jones, Kerkhoff and Roberts voting aye.**

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**MOTION BY ELLIS, SECONDED BY BRADLEY THAT THE MEETING OF THE CITY COUNCIL ADJOURN.**

**The vote was as follows: Bradley, Ellis, Jones, Kerkhoff and Roberts voting aye.**

**APPROVED:**

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BRIAN TRAUGOTT, MAYOR  
CITY OF VERSAILLES, KENTUCKY**

**ATTEST:**

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ALLISON B. WHITE, CITY CLERK**